

MINUTES

October 16, 2013

Council on Aging Board Meeting

Senior Center 230 Webster St. Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Joan Butler, Sheila Gagnon, Nancy Goodwin, Carol Hamilton, Bill Lyons, Bill Scott, Judy Welch

ABSENCE EXCUSED: Martine Anderson, Audrey McKeever

QUORUM: A quorum was present.

CALL TO ORDER: The meeting was called to order at 3:00 P.M.

APPROVAL OF MINUTES: Sheila moved to approve the minutes of the September 18, 2013 meeting. Bill Lyons seconded the motion. Motion passed.

LIASON REPORTS:

COA Boosters: Report given by Bill Lyons. At the October 7th meeting preparations for the Annual Meeting were discussed. Thomas Joyce, a 7th grade student, will open the meeting by singing the National Anthem. Election of new Officers will take place. The slate for 2014 is: Edie Kirk---President, Beverly Allen-Vice President, Suzanne Allmendinger---Treasurer. Faith Jean, the current President and Henry Adams, Board Member submitted their resignations to take effect on December 31, 2013. The Annual Meeting will take place on October 26, 2013.

OCES: Report given by Nancy Goodwin. There are no wait lists for home care for FY 2014. OCP's (One Care Plans) begin voluntary enrollment on October 1, 2013. The only provider in Plymouth County is The Commonwealth Plan. OCES is sponsoring a LGBT Cultural Competency Program to ensure inclusion of LGBT clients. The program will run 5 times. A copy of OCES Programs and Services was given to COA Board members.

OCPC: No meeting was held this month.

COMMITTEE REPORTS:

BUDGET / STAFFING COMMITTEE: Report given by Marcy Amore. At the October 10th meeting the Committee began a preliminary review of the FY 2015 budget. Important salary issues are---to upgrade the Administrative Clerk position and to establish a 2nd Custodial position. The Committee also discussed a potential need for funding of the expansion project beyond what the CPC will pay. Do we want to pursue a feasibility study for this expansion? Will Accreditation requirements, such as adequate custodial help, justify increased spending? The next meeting is scheduled for November 21, 2013.

GROUPS COMMITTEE: No meeting was held this month.

GOVERNANCE COMMITTEE: Report given by Nancy Goodwin. At the October 8th meeting the Committee reviewed the Orientation and Training Manual Table of Contents. The Fire Chief has been asked to provide us with an Evacuation Plan for the Senior Center. Sheila moved to accept the

Confidentiality Policy. Bill S. seconded. Motion passed. The next meeting is scheduled will be tentatively in November.

STRATEGIC PLANNING COMMITTEE: Report given by Sheila Gagnon and Judy Welch. At the September 26th meeting the Committee reviewed how our 5 year plan (Marshfield COA Long Range Plan 2012-2017) relates and compares to the purpose and planning section of the NCOA/NISC self assessment and accreditation manual. It will also work on making a vision plan. No meeting is scheduled at this time.

On September 27th a meeting was held with Tom Reynolds, Marshfield DPW, to discuss the Recreation and Parking Project. He is in full support of the project and will appear at the November CPC Meeting to answer any questions that pertain to maintenance and providing materials for road and walking surfaces.

On October 3rd a meeting with Greg Morse and Brian Murphy was held to review changes to site design plan.

On October 11th a meeting with Brian Walls, Chair of CPC, was held to review plans and to do a site walk of the COA and the MYBL property.

On October 15th another meeting with Greg Morse and Brian Reynolds was held to discuss changes to the site plan that came from the meeting with Brian Walls. Greg will have estimates and a final plan done in two weeks to meet the CPC deadline of 3rd week of November.

MARKETING AND OUTREACH COMMITTEE: No meeting was held this month. However, the 10th Anniversary Publicity Committee is doing an outstanding job with the Mariner's Jane Hannon. Several interviews with key volunteers and board members have appeared in the Marshfield Mariner.

TRANSPORTATION COMMITTEE: No meeting was held this month.

SELF ASSESSMENT STEERING COMMITTEE: Report given by Bill Scott. The Committee continues its twice monthly meeting schedule and completed the review of chapter 9, Records and Reports and of chapter 10, Facility and Operation. This completes our review of the NCOA/NISC Self-Assessment and Accreditation Manual. The next meeting is scheduled for October 24th at which we will review the steps to Accreditation and prepare questions for a meeting with a Director at an accredited COA. From there we plan to develop the workbook, write the story of the Marshfield COA and make application for accreditation.

10th ANNIVERSARY CELEBRATION COMMITTEE: Report given by Joan Butler. At the October 8th meeting Nancy showed the Committee green scarves greeters will wear as they hand out programs and assist guests. Ad in Mariner began. Fifteen signs will be put on islands around town. Karen will do a 30 second announcement about the Celebration on WATD. The next two meetings are scheduled for October 29 and November 12, 2013.

VOLUNTEER RECOGNITION COMMITTEE: To date 154 volunteers have signed up to attend the Volunteer Recognition Luncheon to be held at Haddad's on October 19th.

DIRECTOR'S REPORT:

- 1) District Attorney's Public Safety Luncheon is Wednesday, November 13, at 12:00 noon. It is at Isaac's in Plymouth.
- 2) New 14 passenger van to arrive on November 10th 2013. I will meet with the vendor at the end of the month to talk about potential trade-ins.

- 3) Kiwanis Christmas Party, Saturday, December 14, 2013 at noon at the Daniel Webster Estate
- 4) The invitations and tee shirts have been ordered for the 10th anniversary.
- 5) The Sheriff's department has returned to complete the interior painting.
- 6) We will be hiring a part time food and event coordinator under the formula grant and Rocco has agreed.
- 7) The November newsletter is available on line.
- 8) We are currently working on finalizing the volunteer recognition program booklet.
- 9) We hosted an excel training at the senior center for employees through the IT department.
- 10) The town signed the new GATRA contract through the new fiscal year. Yearly budget is \$84,000.
- 11) GATRA will also be providing coach buses for some of our cultural trips which allow more capacity.
- 12) Rocco has also signed the Formula Grant Contract for Fiscal 2015.
- 13) Karen Boyle Activities Coordinator is working on the 10th Anniversary Program Brochure. She is also working on wisdom works, a job preparedness program which we hope to unveil in the New Year.
- 14) Susan Allmendinger had met with Donna Weinberg a couple of times and she is working on the Volunteer Manual. We hope to complete this by end of December.
- 15) Barry Cornwall, Tax Counselor is looking for new candidates to train for the upcoming tax season.
- 16) We have added an additional fitness class on Friday mornings.
- 17) We have had over 60 applicants for tax relief.
- 18) We have 2 health insurance seminars for open enrollment. One is on November 7th at 1:00 pm with Blue Cross Blue Shield and the other is on November 26th at 10:00 am,
- 19) Quarterly Report 1st quarter
- 20) Town Meeting is November 4th, we have one personnel change.
- 21) We hosted the Board of Health Flu Shots and there were 88 people that received shots. We have one clinic scheduled with Osco Pharmacy on November 21, 2013 from 10-2

OLD BUSINESS: Nancy gave COA Board members copies of the minutes of the Nominating Committee's October 1, 2013 meeting. The Nominating Committee recommended the following slate of COA Board Officers for the term of October 2013 through October----Sheila Gagnon-----Chair, Bill Scott----Vice Chair, Joan Butler----Secretary. Judy moved to accept the minutes. Bill L seconded. Motion passed. Nancy asked if there were any nominations from the floor. There were none. Marcy moved to accept the Nominating Committee's recommendations. Judy seconded. Motion passed.

NEW BUSINESS: The COA Board reviewed and resolved Suggestion Box requests. Bill S. will post results next to the Suggestion Box. In response to an applicant's request for a position on the COA Board, Sheila made a motion to send a letter to the Selectmen stating that there are no openings on the Board at this time. Bill S. seconded. Motion passed. The Board also discussed the possibility of having no Board or Sub-Committee meetings during the month of December, except if requested by the Director. Sheila moved to accept. Bill S. seconded and motion passed.

NEXT MEETING: The next COA Board meeting is scheduled for November 20, 2013.

ADJOURNMENT: Sheila moved to adjourn the meeting at 5:00 PM. Bill S seconded. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary

